

CITY OF HAMPTON

**PURCHASING AND PROCUREMENT
OVERSIGHT COMMITTEE**

STATISTICAL REPORT

FOR QUARTER ENDED MARCH 31, 2012

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BRIEF OVERVIEW

Comparison of Third Quarter (FY 12) and Third Quarter (FY 11) Purchase Orders For Third Quarter Ended March 31, 2012

TOTAL PURCHASE ORDER

Purchase Orders for 20,028,774 were issued in FY2012 compared to \$10,545,283 FY 2011. This represents an increase of \$9.4 million or 89.9% over FY2011.

TOTAL MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE PURCHASE ORDERS

MBE/WBE Purchase Orders of \$542,392 were issued in the third quarter of FY2012, a decrease of \$240,951 or 30.76% under FY2011. MBE/WBE Purchase Orders in FY12 represented 2.7% of all Purchase Orders issued.

Explanations for significant increases or decreases in Purchase Orders issued for MBE/WBE:

Business Enterprise	Category	Increase (Decrease) from FY10-FY11	Explanation
WBE	Construction	\$ (82,904)	PO was reduced by \$47,763 to Froehling and Robertson for resurfacing projects in FY 12. In FY 11, PO was issued to Howlett Elevators in amount of \$30,000 for annual needs.
WBE	Other Services	\$ 40,186	PO issued to Indoor Air Technology for \$67,000 for HVAC Maintenance and Repair.
WBE	Construction	\$ (35,332)	PO issued not issued in FY 12 to Signal Engineering (Sole Source) for new radio system.
MBE	Construction	\$ (80,399)	PO issued to Hampton Roads Rigging decreased \$26,000 in FY 12. Purchase Orders for Ram Services (\$38,000) and Wilson Landscaping (\$23,517) were not issued in third quarter of FY 12.
MBE	Miscellaneous	\$ (51,532)	PO's issued in FY 11 to Prism Contractors (\$131,392) for wastewater smoke testing. In FY 12, a PO was issued to Royal Consultants and Construction for roof replacement at Woodlands Golf Course.

PURCHASE ORDERS ISSUED TO MBE/WBE LOCATED IN HAMPTON

Of the \$542,402 purchase orders issued to MBE/WBE vendors, 30.22% were issued to vendors located in Hampton.

HAMPTON CORPORATE CREDIT CARD PROGRAM

For the Corporate credit card, 6.91% of all credit card purchases were made with MBE/WBE vendors.

**City of Hampton
Summary of WBE/MBE Reports
Third Quarter FY 12**

Report Title		% of Total Amount FY 12	% of Total Amount FY 11	Percentage of Change
Purchase Orders	(1)	2.71% (1)	7.43%	(4.72%)
Credit Card Purchases	(2)	6.91% (2)	4.25%	2.66%
MBE/WBE Vendors in Hpt	(3)	30.22% (3)	44.98%	(14.76%)
Disparity Report (Y-T-D):	(4)	(4)		
Construction		0.24%	9.04%	(8.80%)
Architecture/Engineering		0.67%	0.89%	(0.22%)
Professional Services		-1.01%	36.59%	(37.60%)
Other Service		9.84%	11.65%	(1.81%)
Goods and Supplies		6.80%	3.98%	2.82%

- (1) Percentage of MBE/WBE vendors to total PO's for quarter
(2) Percentage of MBE/WBE for purchases made with credit card for quarter
(3) Percentage of MBE/WBE that are located in Hampton for quarter
(4) Percentage of MBE/WBE by category according to Disparity Report Y-T-D

**COMPARISON OF PURCHASE ORDER ACTIVITY
THIRD QUARTER ONLY (01/12-03/12)
FY12**

<u>Class</u>	<u>FY 2012*</u> <u>WBE/MBE</u>	<u>FY 2011**</u> <u>WBE/MBE</u>	<u>Difference</u>	<u>Pert. Of Change</u>
	<u>Amount</u>	<u>Amount</u>		
Construction-Prime/Related	\$ 32,431.13	\$112,811.23	\$ (80,380.10)	(71.25%)
Architecture & Engineering	4,170.00	7,801.50	(3,631.50)	(46.55%)
Professional Services	(3,244.70)	13,885.00	(17,129.70)	(123.37%)
Other Services	232,156.37	272,359.56	(40,203.19)	(14.76%)
Goods & Supplies	136,978.22	179,733.25	(42,755.03)	(23.79%)
Miscellaneous	139,910.80	196,753.27	(56,842.47)	(28.89%)
	<u>\$ 542,401.82</u>	<u>\$783,343.81</u>	<u>(\$240,941.99)</u>	<u>-30.76%</u>

* January 2012-March 2012

** January 2011-March 2011

**TOTAL PURCHASE ORDER ACTIVITY BY PURCHASING CATEGORY
THIRD QUARTER ONLY (01/12-03/12)
FY12**

<u>Class</u>	<u>Total Vendors</u>	<u>WBE</u>		<u>MBE</u>		<u>Total WBE/MBE</u>	
	<u>Amount</u>	<u>Amount</u>	<u>% of Total Amount</u>	<u>Amount</u>	<u>% of Total Amount</u>	<u>Amount</u>	<u>% of Total Amount</u>
Construction-Prime/Related	\$ 13,772,690.28	\$ (12,023.25)	-0.09%	\$ 44,454.38	0.32%	\$ 32,431.13	0.24%
Architecture & Engineering	618,686.36	4,120.00	0.67%	50.00	0.01%	4,170.00	0.67%
Professional Services	320,640.34	(40.00)	-0.01%	(3,204.70)	-1.00%	(3,244.70)	-1.01%
Other Services	2,359,136.07	161,256.90	6.84%	70,899.47	3.01%	232,156.37	9.84%
Goods & Supplies	2,015,079.22	65,579.85	3.25%	71,398.37	3.54%	136,978.22	6.80%
Miscellaneous	942,541.95	21,040.81	2.23%	118,869.99	12.61%	139,910.80	14.84%
	<u>\$ 20,028,774.22</u>	<u>\$ 239,934.31</u>	<u>1.20%</u>	<u>\$ 302,467.51</u>	<u>1.51%</u>	<u>\$ 542,401.82</u>	<u>2.71%</u>

Construction-prime = work completed by a vendor that may have subcontractors, the purchase order is issued to the 'lead' vendor.

Construction related = anything related to the construction of a project within the scope of the practice of accounting, actuarial services, land surveying, law, dentistry, medicine, optometry, or pharmacy.

Other services = includes all other types of services not included in the professional or architecture/engineering categories. Examples of such services include but are not limited to installation, repairs, and maintenance that are required from vendors.

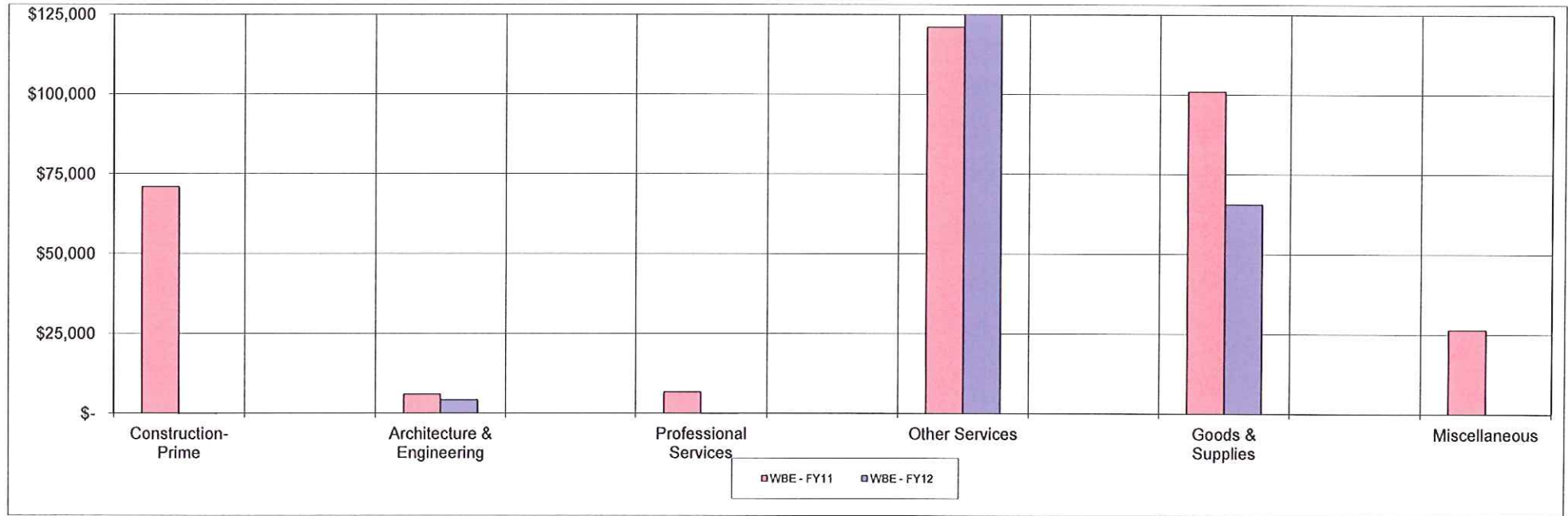
Goods & services=supplies or anything purchased or available for purchase other than real property or services.

Miscellaneous = purchase orders issued without a commodity code.

AVERAGE TRANSACTION AMOUNT BY PURCHASING CATEGORY
THIRD QUARTER ONLY (01/12-03/12)
FY12

	Total Vendors		WBE		MBE	
	<u>Average Amount</u>	<u># of POs</u>	<u>Average Amount</u>	<u># of POs</u>	<u>Average Amount</u>	<u># of POs</u>
Construction-Prime	\$ 71,732.76	192	\$ (667.96)	18	\$ 4,041.31	11
Architecture & Engineering	14,061.05	44	824.00	5	-	1
Professional Services	5,725.72	56	(40.00)	1	(3,204.70)	1
Other Services	3,515.85	671	1,479.42	109	1,865.78	38
Goods & Supplies	3,071.77	656	1,150.52	57	1,231.01	58
Miscellaneous	2,813.56	335	-	36	-	15
Totals	\$ 10,250.14	1,954	\$ 1,061.66	226	\$ 2,439.25	124

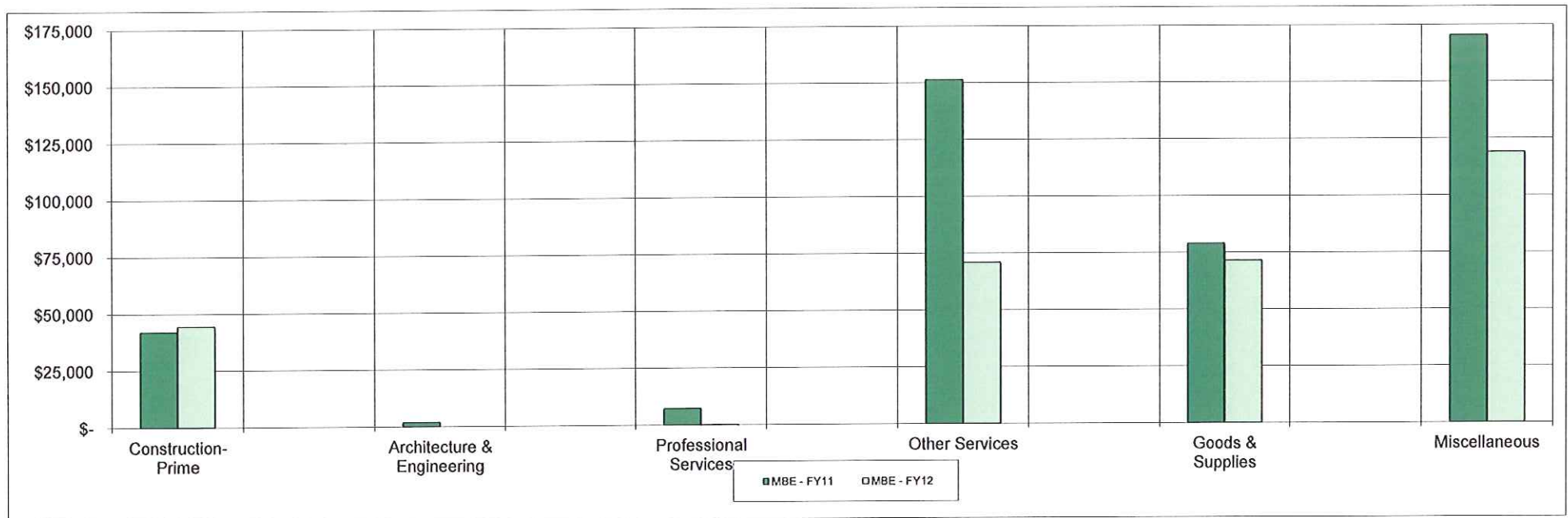
**WBE PURCHASE ORDER COMPARISON OF FY11 TO FY12
(Jan-Mar)**



	WBE - FY11	WBE - FY12	DIFFERENCE	Percent. Of Change	
Construction-Prime	70,881.46	(12,023.25)	(82,904.71)	-116.96%	Froehling and Robertson PO was reduced by \$47,763 and PO for Howlett Elevators were reduced
Architecture & Engineering	5,951.50	4,120.00	(1,831.50)	-30.77%	
Professional Services	6,610.00	(40.00)	(6,650.00)	-100.61%	
Other Services	121,071.38	161,256.90	40,185.52	33.19%	PO issued to Indoor Air Technologies for HVAC Maintenance and Repair.
Goods & Supplies	100,912.24	65,579.85	(35,332.39)	-35.01%	PO not issued in FY 12 to Signal Engineering (HV) for new radio system.
Miscellaneous	26,350.91	21,040.81	(5,310.10)	-20.15%	
Grand Totals	\$ 331,777.49	\$ 239,934.31	\$ (91,843.18)	-27.68%	
TOTAL PURCHASE ORDERS	\$ 10,545,283.21	\$ 20,028,774.22	\$ 9,483,491.01	89.93%	
% OF TOTAL PURCHASE ORDERS	3.15%	1.20%	-1.95%		

HV=Hampton Vendor

**MBE PURCHASE ORDER COMPARISON OF FY11 TO FY12
(Jan-Mar)**



	MBE - FY11	MBE - FY12	DIFFERENCE	Percent. Of Change	
Construction-Prime	41,929.77	44,454.38	2,524.61	6.02%	
Architecture & Engineering	1,850.00	50.00	(1,800.00)	-97.30%	
Professional Services	7,275.00	(3,204.70)	(10,479.70)	-144.05%	
Other Services	151,288.18	70,889.47	(80,398.71)	-53.14%	HR Stage and Rigging (HV) PO was reduced by \$26,000 and PO not issued to Ram Services (HV) and Wilson's Landscape (HV).*
Goods & Supplies	78,821.01	71,398.37	(7,422.64)	-9.42%	
Miscellaneous	170,402.36	118,869.99	(51,532.37)	-30.24%	PO for Prism Contractors (\$131,392) not issued in FY 12; however, PO was issued to Royal Consultants an (\$76,221) for roof at Woodland Golf Course.*
Grand Totals	\$ 451,566.32	\$ 302,457.51	\$ (149,108.81)	-33.02%	
TOTAL PURCHASE ORDERS	\$ 10,545,283.21	\$ 20,028,774.22	\$ 9,483,491.01	89.93%	
% OF TOTAL PURCHASE ORDERS	4.28%	1.51%	-2.77%		

HV=Hampton Vendor

*Other PO's may have been issued to this vendor but not for the same purpose as in FY 11.

City of Hampton
Utilization Analysis for Credit Card Purchases
For Third Quarter (01/12-03/12)
FY 12

Description	Amount FY 2012*	Amount FY 2011**	Difference	Percent.of Change
Total WBE	18,791.33	9,733.05	9,058.28	48.20%
Total MBE	<u>2,257.38</u>	<u>2,378.94</u>	<u>(121.56)</u>	<u>(5.39%)</u>
Total WBE/MBE Vendors	<u>\$ 21,048.71</u>	<u>\$ 12,111.99</u>	<u>\$ 8,936.72</u>	<u>42.46%</u>
Total Vendors	\$ 304,800.68	\$284,974.19		
	6.91%	4.25%		

* January 2012-March 2012

** January 2011-March 2011

City of Hampton
MBE/WBE Vendors Located In Hampton VA*
Third Quarter(January-March)
For Fiscal Years Ending 2011 and 2012

	<u>FY 2012**</u>	<u>FY 2011***</u>	<u>Difference</u>	<u>Percent. of Chg</u>
WBE	\$64,441.68	\$258,346.82	(\$193,905.14)	(75.06%)
MBE	<u>99,473.77</u>	<u>94,014.35</u>	<u>5,459.42</u>	<u>5.81%</u>
	<u>\$163,915.45</u>	<u>\$352,361.17</u>	<u>(\$188,445.72)</u>	<u>(53.48%)</u>
Total WBE/MBE PO's	<u>\$542,401.82</u>	<u>\$783,343.81</u>		
Percentage of WBE/MBE	30.22%	44.98%		

* Vendors located in Hampton, VA are defined as vendors with "Hampton", Fort Monroe", Langley AFB" or "Phoebus" included in their address.

** January-March 2012

*** January-March 2011

CITY OF HAMPTON
RACE & GENDER ASPIRATIONAL GOALS
BY BUSINESS CATEGORY AND M/WBE CLASSIFICATION
RECOMMENDED VS ACTUAL
AS OF March 31, 2012

Goal	Third Qtr % of Dollars (1)	Y-T-D % of Dollars(2)
By Business Owner Classification:		
Construction Prime Contractors		
African Americans	3.50	0.32%
Hispanic Americans	0.31	0.00%
Asian Americans	0.51	0.00%
Native Americans	0.00	0.00%
Nonminority Women	4.02	-0.09%
	8.34	0.24%
Architecture and Engineering		
African Americans	1.90	0.01%
Hispanic Americans	0.48	0.00%
Asian Americans	0.48	0.00%
Native Americans	0.00	0.00%
Nonminority Women	4.76	0.67%
	7.62	0.67%
Professional Services Consultants		
African Americans	2.12	-1.00%
Hispanic Americans	0.00	0.00%
Asian Americans	0.28	0.00%
Native Americans	0.00	0.00%
Nonminority Women	4.70	-0.01%
	7.10	-1.01%
Other Services Vendors		
African Americans	2.98	2.16%
Hispanic Americans	0.26	0.03%
Asian Americans	0.38	0.81%
Native Americans	0.06	0.00%
Nonminority Women	3.30	6.84%
	6.98	9.84%
Goods and Supplies Vendors		
African Americans	0.81	1.47%
Hispanic Americans	0.00	0.03%
Asian Americans	0.19	1.82%
Native Americans	0.13	0.23%
Nonminority Women	2.04	3.25%
	3.17	6.80%

(1) Jan-Mar 2012

(2) July 2011-March 2012

 Meets/Exceeds Goal by Minority Codes

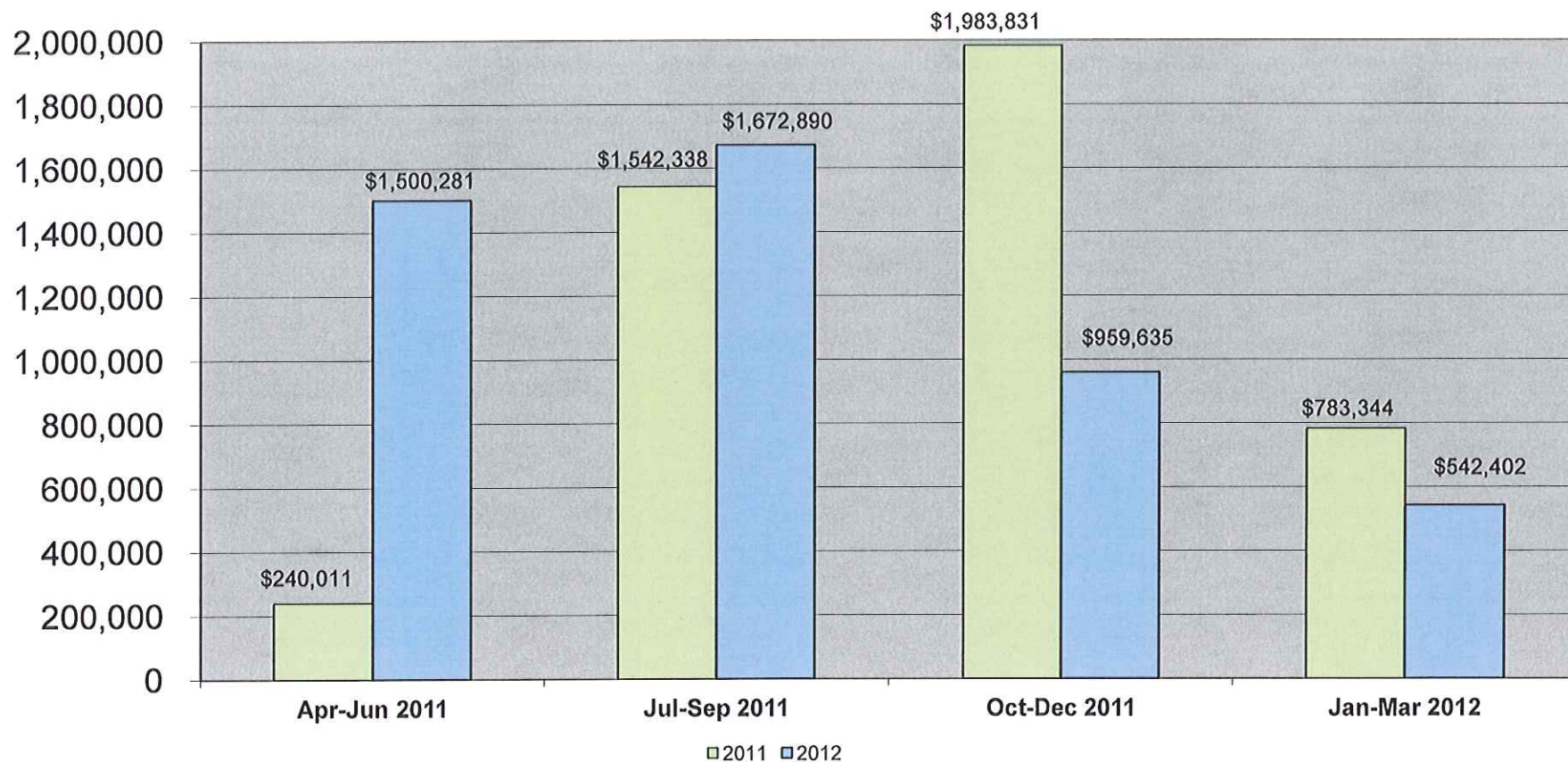
 Meets/Exceeds Goal by Category

PURCHASE ORDER ACTIVITY BY DEPARTMENT						
THIRD QUARTER ONLY (01/12-03/12)						
FY12						
	PO Transaction Amount				% of Total Dollars	
	WBE/MBE Vendors			Total		
	WBE	MBE		Vendors	WBE	MBE
General Fund Departments:						
Municipal Council	\$ 358.00	\$ -		\$ 6,899.89	5.19%	0.00%
City Manager	-	-		-	0.00%	0.00%
City Attorney	87.57	-		(39,564.83)	-0.22%	0.00%
Human Resources	814.24	3,019.79		17,019.76	4.78%	17.74%
Independent Auditors	-	-		-	0.00%	0.00%
Marketing and Outreach	3,420.00	-		5,894.43	58.02%	0.00%
Citizens Unity Commission	-	-		2,085.00	0.00%	0.00%
Commissioner of Revenue	2,701.15	-		26,029.93	10.38%	0.00%
Assessment Department	-	-		3,290.65	0.00%	0.00%
Finance Department	-	-		1,404.04	0.00%	0.00%
Budget & Analysis	-	-		-	0.00%	0.00%
City Treasurer	3,869.75	-		18,622.08	20.78%	0.00%
Consolidate Procurement	429.89	-		7,002.58	6.14%	0.00%
Dept. of Internal Audit	244.19	328.58		1,776.00	13.75%	18.50%
Information Services	11,996.00	(28,015.83)		95,822.52	12.52%	-29.24%
311 Customer Call Center	-	-		-	0.00%	0.00%
Electoral Board	1,561.84	-		10,872.66	14.36%	0.00%
Registrar	-	-		-	0.00%	0.00%
Circuit Court	2,192.52	-		2,468.96	88.80%	0.00%
General District Court	1,836.87	-		3,612.87	50.84%	0.00%
District Court-JDR	-	-		-	0.00%	0.00%
Clerk of Courts	-	645.00		(354.00)	0.00%	-182.20%
Commonwealth Attorney	621.85	-		5,133.30	12.11%	0.00%
911/311 Call Centers	-	-		12,159.51	0.00%	0.00%
Police	8,619.95	6,136.64		43,825.10	19.67%	14.00%
City Sheriff-Jail	7,356.52	-		207,040.86	3.55%	0.00%
E-911	-	-		-	0.00%	0.00%
Animal Control	-	10,651.98		15,953.64	0.00%	66.77%
Fire	-	6,606.54		121,747.35	0.00%	5.43%
Emergency Management	-	1,800.00		1,800.00	0.00%	100.00%
City Sheriff	1,029.16	-		36,555.67	2.82%	0.00%
Court Service Unit	-	-		41,385.28	0.00%	0.00%
Public Works-Admin	-	-		966.07	0.00%	0.00%
Public Works Engineering	-	-		3,264.87	0.00%	0.00%
Traffic Engineering	-	-		41,294.75	0.00%	0.00%
Streets & Roads	(3,891.75)	-		11,354.87	-34.27%	0.00%
			11			

PURCHASE ORDER ACTIVITY BY DEPARTMENT					
THIRD QUARTER ONLY (01/12-03/12)					
FY12					
	PO Transaction Amount		Total	% of Total Dollars	
	WBE/MBE Vendors		Vendors	WBE	MBE
	WBE	MBE			
Drainage Maintenance	-	-	(5,494.50)	0.00%	0.00%
Facilities Management	12,524.49	11,314.28	126,668.22	9.89%	8.93%
Parking Facilities	(1,646.80)	-	5,893.20	-27.94%	0.00%
Youth, Education and Family Services	2,280.80	1,809.93	13,427.16	16.99%	13.48%
Parks	10,882.99	5,603.75	114,942.99	9.47%	4.88%
Recreation	26,344.37	14,447.96	196,043.62	13.44%	7.37%
Hampton History Museum	1,150.00	-	2,325.00	49.46%	0.00%
Public Library Services	-	868.00	13,870.39	0.00%	6.26%
Arts Commission	1,666.90	1,347.26	19,352.84	8.61%	6.96%
Community Development	2,583.00	9,873.32	(18,665.36)	-13.84%	-52.90%
Development Department	-	2,627.48	20,452.46	0.00%	12.85%
Extension Services	-	-	-	0.00%	0.00%
Conventions & Tourism	15,000.00	4,723.06	142,634.93	10.52%	3.31%
Civic and Community Support	-	-	-	0.00%	0.00%
Dept. Support-Contractual	-	-	-	0.00%	0.00%
Nondepartmental	7,700.00	2,333.06	52,019.83	14.80%	4.48%
Retirement	-	-	987.00	0.00%	0.00%
Non-General Fund Departments:				0.00%	0.00%
Federal Grants	49,337.52	19,586.15	732,609.34	6.73%	2.67%
Community Development	531.77	5,700.00	32,108.74	1.66%	17.75%
Economic Development	-	-	-	0.00%	0.00%
Comprehensive Services	800.00	-	4,694.48	17.04%	0.00%
Storm Water Management	-	3,150.60	44,939.74	0.00%	7.01%
Wastewater Management	553.00	12,233.29	63,837.70	0.87%	19.16%
	-	1,615.44	70,512.44	0.00%	2.29%
Capital Projects	25,207.21	87,892.60	15,230,111.40	0.17%	0.58%
Coliseum	1,054.58	90,540.00	282,896.31	0.37%	32.00%
Woodland Golf Course	-	-	81,457.79	0.00%	0.00%
Magruder Golf Course	17,116.39	4,500.00	83,041.72	20.61%	5.42%
Solid Waste	-	-	157,243.71	0.00%	0.00%
IDA	12,497.00	-	33,619.66	37.17%	0.00%
Covention Center	-	-	31,472.40	0.00%	0.00%
Equipment Replacement	-	-	1,333,391.42	0.00%	0.00%
Central Garage	4,999.99	8,024.52	158,048.59	3.16%	5.08%
Risk Management	-	-	37,666.60	0.00%	0.00%
			12		

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MBE/WBE VENDORS 2011-2012



Apr-June 2011

Purchase Orders were issued to Shamrock Construction (\$519,950) for Pembroke Streetscape and REMSA(\$195,000) for Brownfield Assessments. REMSA is a Hampton vendor.

July-Sept 2011

Purchase Orders were issued for annual needs. The vendors were HR Stagehands (\$226,000), REMSA (\$191,800), Coastal Lawn (\$176,962) and Wilson Landscaping (\$137,500). All of these vendors except Coastal Lawn are located in Hampton.

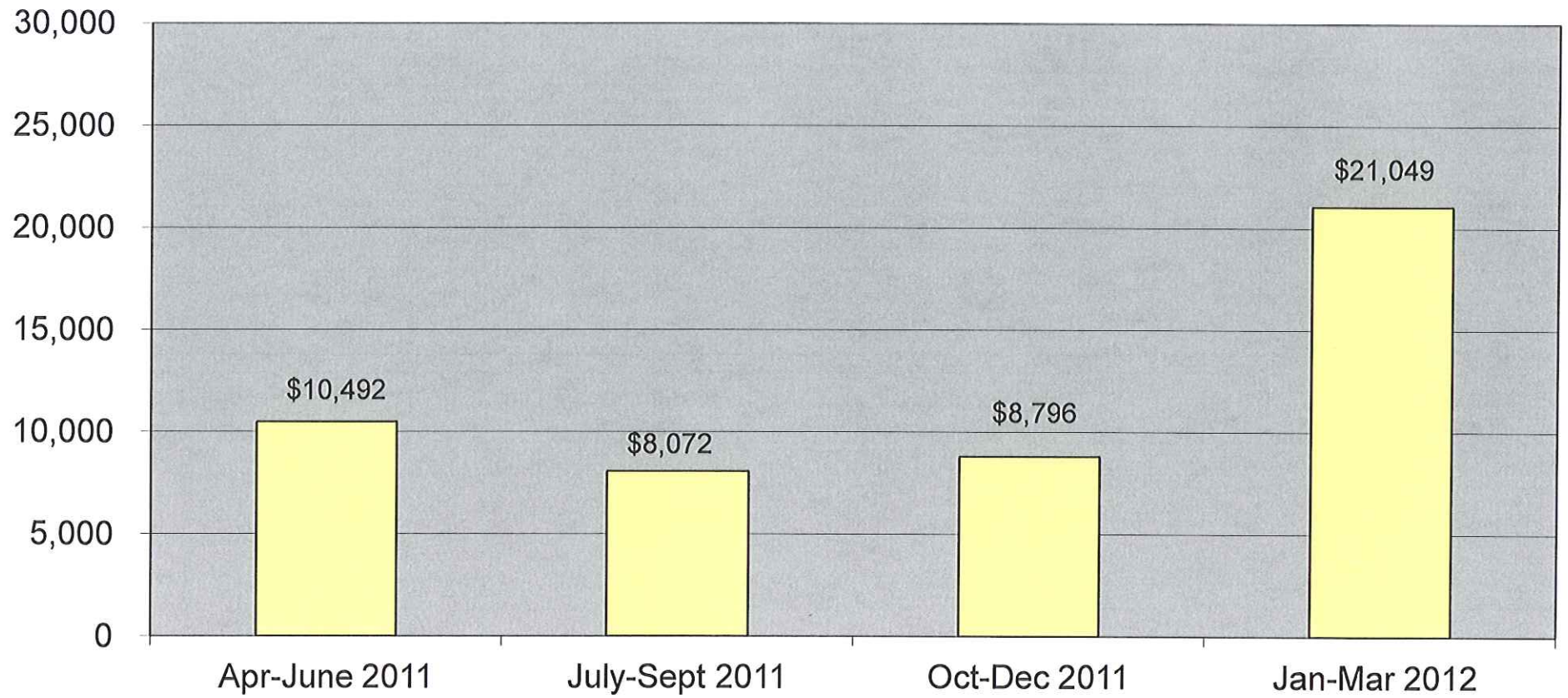
Oct-Dec 2011

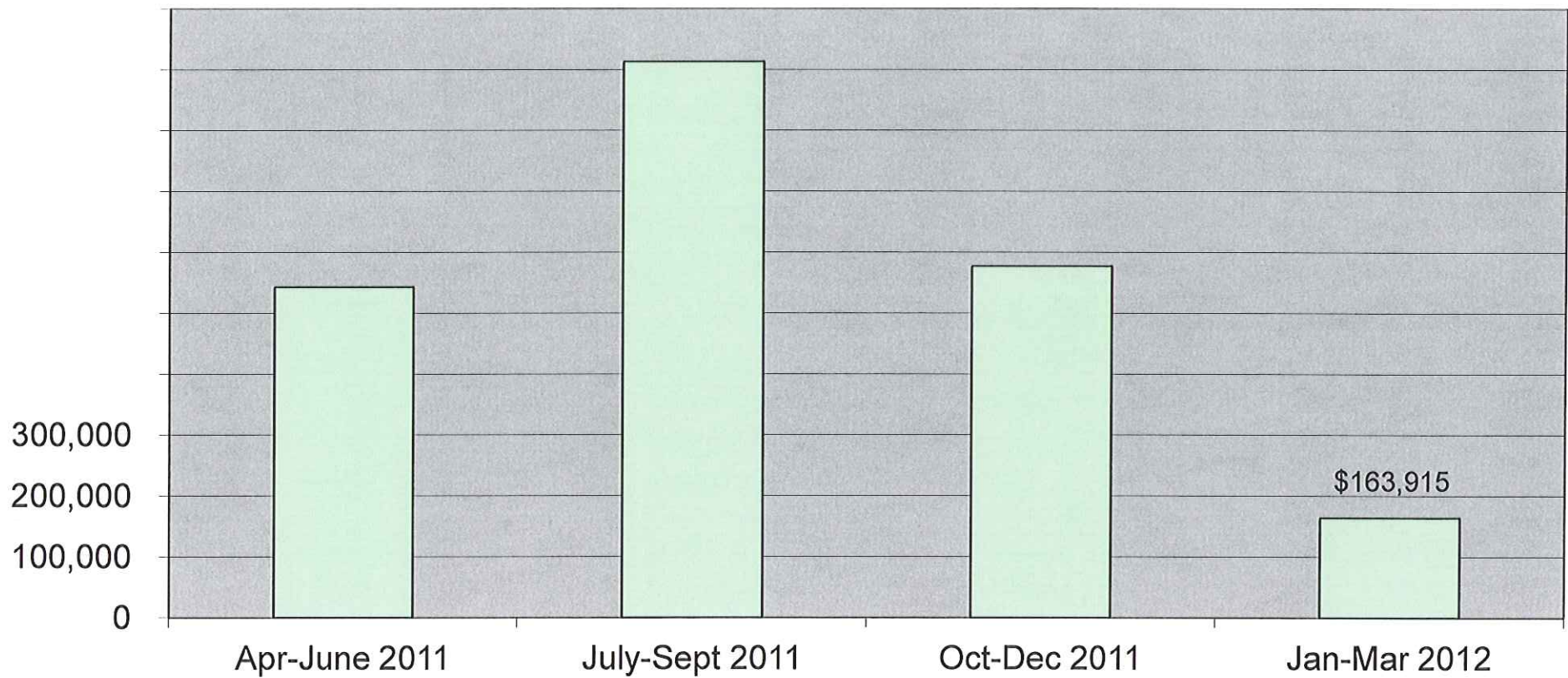
Purchase Orders for Aggregate Transportation, AK Uniforms, IBTS, Gooden Creekmur and Ram Services were not issued in FY 12. Ram Services is the only Hampton vendor.

Jan-Mar 2012

Purchase Orders were reduced to Howlett Elevators, HR Stage and Rigging and Froehling and Robertson. Also, PO were not issued to Signal Engineering, Ram Services, Wilson's Landscaping and Prism Contractors for projects completed in FY 11.

CREDIT CARD MINORITY VENDORS Apr 2011-Mar 2012





July-Sept 2011

Purchase Orders were issued for annual needs. The vendors were HR Stagehands (\$226,000), REMSA (\$191,800) and Wilson Landscaping (\$137,500).

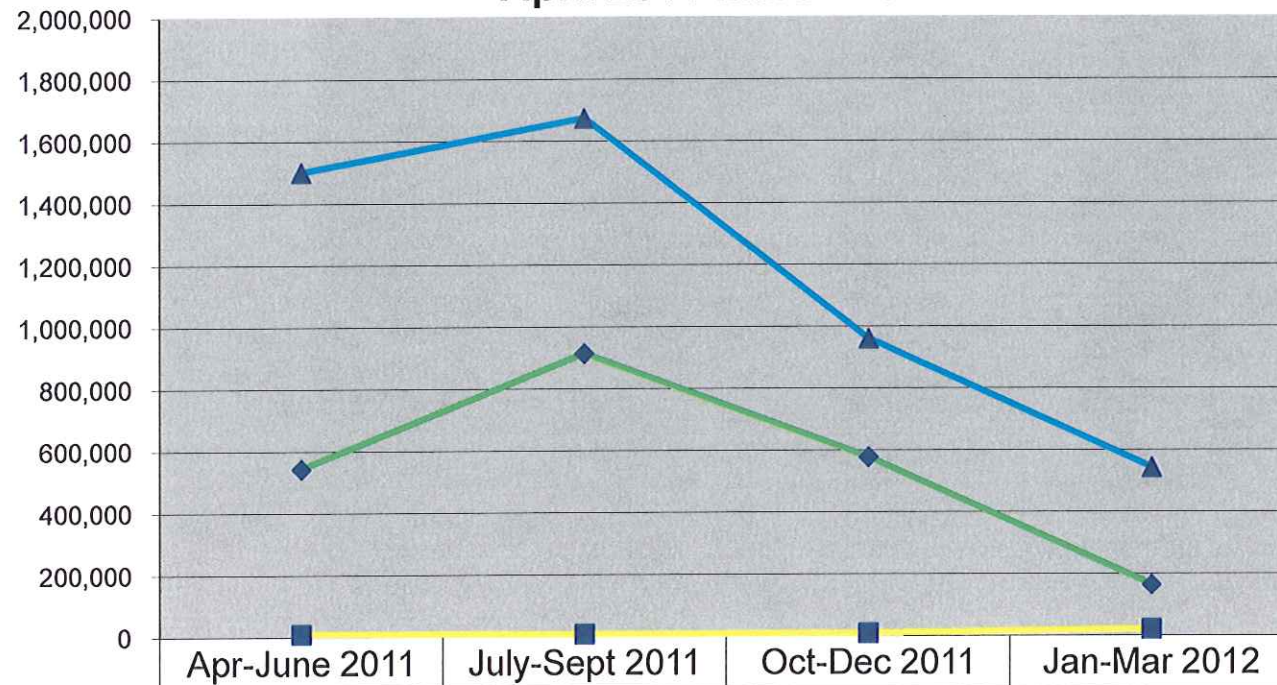
Oct-Dec 2011

Largest Hampton Vendor is Rock Solid Janitorial (\$421,186.68).

Jan-Apr 2012

Reduction in Hampton vendors due to majority of purchase orders were issued in first two quarters.

COMPARISON OF ALL MINORITY VENDORS April 2011-March 2012



◆ Hampton Vendors	542,995	913,162	577,189	163,915
■ Credit Card	10,492	8,072	8,796	21,049
▲ MBE/WBE Vendors	1,500,281	1,672,890	959,635	542,402

Description of Codes

	<u>Classified As</u>
A= Eskimos and Aleute	MBE
B= Native American	MBE
C= Asian-American	MBE
D= African-American	MBE
E= Woman Owned Business	WBE
F= Hispanic-American	MBE
G= Minority-Woman Owned Business	MBE